



*Postal Address:*  
60 Station Street, Quirindi  
PO Box 152  
Quirindi NSW 2343

*Contact details:*  
TEL: 02 6746 1755  
FAX: 02 6746 3255  
EMAIL: [lpssc@lpssc.nsw.gov.au](mailto:lpssc@lpssc.nsw.gov.au)  
WEBSITE: [www.lpssc.nsw.gov.au](http://www.lpssc.nsw.gov.au)

## Formal Access Request Form

Please complete this form to apply for formal access to government information under the  
Government Information (Public Access) Act 2009.

This form is to be used for access and/or disclosure of documents held by the Council within files or stored electronically on Council's records management System.

### Applicant's Details:

Name:

Address/Town/Postcode:

Contact Telephone Number (Business Hours)*:	Other Contact Numbers (Mobile/Home):
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Applicant's Signature: ..... Date:.....

\*Council will contact you by telephone when the search has been completed.

### Proof of identity:

Required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

- Australian driver's licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

### I require access to the following information:

Is the information about your personal affairs? Yes/No

\*\* Documents Required eg: Site Plans, Home Owners Warranty, Engineer Report/Structural Drawings:

.....  
.....  
.....  
.....

\*\* Before lodging this form, please discuss the documents you require with a Customer Service Officer. You may need to complete a different application form eg. Drainage Diagram Application, Certified Occupation Certificate.

### Form of access:

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s)
- Access in another way (please specify)

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### Identification of Property (if applicable):

Property Address (Number/Street/Locality):

Lot No.:	Deposited Plan No.:	Section:
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**Owner's Consent (to be completed if not the Applicant):**

Access to property information will require the Owner/s consent. Copyright laws are applicable. Architect's consent may also be required.

Owner/s Name:	Contact Telephone Number:
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I/We consent to the lodgement of the Application:

Owner/s Signature:.....Date:.....  
N.B: for strata or company title properties, a signed letter of authorisation from the Body Corporate or Managing Company is required.

**Proof of identity (Owner):**

Required when an applicant is requesting information on the behalf of the owner.

When seeking access to personal information, an applicant must provide proof of identity of the owner in the form of a *certified copy* of any one of the following documents:

- Australian driver's licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

**Application Fee:**

I attach payment of the \$30 application fee by cash / cheque / other (please specify):  
.....

**Discount in processing charges:**

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card).

**AND / OR**

- The applicant is a non-profit organisation or the application is for or on behalf of a non-profit organisation – please specify below:  
.....  
.....

Applicant's signature:.....

Date:.....

**Office Use Only:**

Files Requested By: ..... or Refer to D&A: .....	Files Requested:
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